

CITY OF ROMULUS INVITATION TO BID

ITB 15/16-35 Two Year Contract for Water Billing, Assessment Notices and Tax Statement-Preparation, Printing and Mailing

- (1) The City of Romulus, Michigan is seeking bids from qualified companies for a two year contractual services agreement for the printing and mailing of the City of Romulus annual assessment notices, summer and winter tax statements and the commercial and residential water account water billing services.
- (2) Qualified individuals and firms wishing to submit a bid ***must use the forms provided by the City.*** Bid forms and specifications may be obtained from the MITN system @ <http://www.mitn.info/>.
- (3) Two (2) copies of the bids must be submitted in sealed envelopes and returned to the ***City Clerk's Office*** no later than 2:30 P.M., Tuesday, **May 10, 2016**. Bids should be submitted in a sealed envelope and addressed using the Bid package label provided in the ITB documents.
- (4) At approximately 2:45 p.m., local time all timely received bids are to be publicly opened and read.
- (5) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and proposals and to waive irregularities.
- (6) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing lconway@ci.romulus.mi.us .